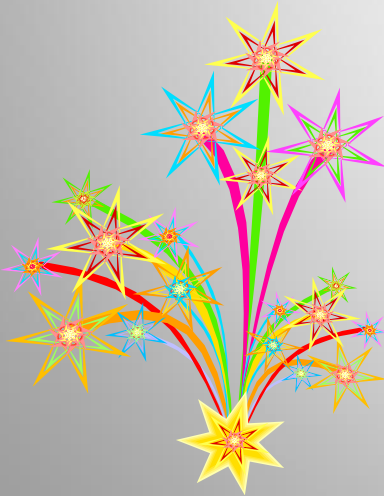




# Bureau of Fire Services

## *Consumer Fireworks and Low Impact Account Creation*



# Bureau of Fire Services (BFS)

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- Welcome to the 2017 Consumer Fireworks Certificate Application and Low Impact Registration account creation tutorial. This presentation will walk you through the process of creating a new account.
- Because we have a new system this year everyone will have to create a new account, all previous retailers and all new ones. Like the previous process you will be able to track your applications from start to finish in this system.
- If you have questions during this process you may contact our office directly at [fireworks@michigan.gov](mailto:fireworks@michigan.gov) or by calling 517-373-7441



# Bureau of Fire Services

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Note: When calling please be aware of the high call volume. Your calls will be answered in the order they are received. If you choose to leave a voice mail our goal is to return your call in one business day. Your questions may be answered by visiting the Fireworks Program homepage: [www.Michigan.gov/bfs](http://www.Michigan.gov/bfs) and clicking on the Fireworks link.



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# Bureau of Fire Services



**LARA**  
Department of Licensing and Regulatory Affairs

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**LARA / FIRE SERVICES**

**Welcome to the Bureau of Fire Services**

**Mission Statement**  
To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

**State Fire Marshal**

**Vision Statement**  
The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

**Quick Links**

- Contact Us
- Fire Service Directory
- Forms
- Public Acts and Administrative Rules
- FOIA Request
- BFS News Releases
- Fire Services Related Links
- Reporting and Notification of Hazardous Material Incidents
- AST Registration Fee Payment Website
- UST Registration Fee Payment

**Fire Services**

- State Fire Marshal
- Fireworks
- Fire Fighter

**Fire Fighter Training**

**Plan Review**

**Storage Tanks**

**National Fire Incident Reporting**

**Field Services**

**Fireworks Program**

To get started, you will need to access the Bureau of Fire Services webpage at [www.michigan.gov/bfs](http://www.michigan.gov/bfs) as you have already done to access this tutorial.



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# Bureau of Fire Services



In the menu  
on the left  
hand side  
click on  
“Fireworks”.

**LARA**  
Department of Licensing and Regulatory Affairs

Search

LARA / FIRE SERVICES

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**Fire Services**

- State Fire Marshal
- Fireworks**
- Fire Fighter

**Quick Links**

- [Contact Us](#)
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- [UST Registration Fee Payment](#)

**Fire Fighter Training**

**Plan Review**

**Storage Tanks**

**National Fire Incident Reporting**

**Field Services**

**Fireworks Program**

**LARA**  
LICENSING AND REGULATORY AFFAIRS

# Bureau of Fire Services



Locate the  
“Consumer  
Fireworks  
Application  
and Low  
Impact  
Fireworks  
Registration”  
link and click  
on it.

## Fireworks: What You Need to Know

- Fireworks General Safety Rules - Effective March 20, 2014 [PDF](#)
- [Consumer Fireworks Application and Low Impact Fireworks Registration](#)
- Fireworks Safety Fee Payment Schedule [PDF](#)
- FAQ's for Fireworks [PDF](#)
- Fireworks Plan Submittal Guidelines [PDF](#)
- Consumer Fireworks BFS-BCC Guideline [PDF](#)
- Michigan Fireworks Safety Act No. 256

# Bureau of Fire Services



Once you click on the “Register for New Account” link you will see this page.

- Please read all information including the General Disclaimer before proceeding
- Once that is done you will click on the check box to indicate that you have read the information and are accepting the terms.
- Next you will click on the “Continue Registration” button

Announcements Register for an Account Login

The license information listed on the LARA website <https://aca3.accela.com/lara> may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits.

First Last or License #

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### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

#### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a

☐ I have read and accepted the above terms.

**Continue Registration »**



# Bureau of Fire Services



Here you will now start to enter your account information. (First half of the page showing)

- Set up a User Name for the account
- Please list your email address where the Certificate, once issued, will be sent as well as most communication from BFS.
- Set up your password and then confirm it
- Make up your own Security Question and answer
- NOTE: The circles with the question marks are links with information to help with the field you are trying to enter information. You will find these types of “help” icons throughout the system.

❖ ALL INFORMATION ENTERED WILL REFLECT THE CERTIFICATE OWNER OR LOW IMPACT REGISTRANT INFORMATION.



## Account Registration Step 2: Enter Your Account Information

### Login Information

* User Name:	<a href="#">?</a>
<input type="text"/>	
* E-mail Address:	
<input type="text"/>	
* Password:	<a href="#">?</a>
<input type="password"/>	
* Type Password Again:	
<input type="password"/>	
* Enter Security Question:	<a href="#">?</a>
<input type="text"/>	
* Answer:	<a href="#">?</a>
<input type="text"/>	

# Bureau of Fire Services

The email address entered in this section will be reviewed by the program for duplication within the system. If another account is using that same email address you will get an error message:



## 1 error(s) occurred on current page.

Please click the specific error item below to navigate to the failed field and correct your input.

**1.E-mail Address: Required** Entered email address is already in use. You may have an existing citizen account from another website.

## Account Registration Step 2: Enter Your Account Information

\* indicates a required field.

### Login Information

\* User Name:



JollyOldElf

\* E-mail Address: Entered email address is already in use. You may have an existing citizen account from another website. To use the same citizen account, click [here](#). To create a new citizen account, use a different email address.

baileyr@michigan.gov

## Account Registration Step 2: Enter Your Account Information

### Login Information

\* User Name:



\* E-mail Address:

\* Password:



\* Type Password Again:

\* Enter Security Question:



\* Answer:



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# Bureau of Fire Services



Phone:

☐ Receive SMS Messages

## Contact Information

Choose how to fill in your contact information.

**Add New Contact**

The “Contact Information” part of the screen:

- You will enter the phone number for the owner
- Click on the “Add New Contact”

# Bureau of Fire Services



## Selecting the Contact Type:

- When setting up the account please use “Facility Owner/Operator”
- After the Contact Type is chosen click on the “Continue” and you will get the screen to enter all of the necessary information

A screenshot of a web form titled "Select Contact Type" with a close button (X) in the top right corner. The form has a label "\* Type:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "--Select--", "--Select--", "Certificate Holder", "DBA", "Facility Contact", "Facility Owner/Operator", "Individual", "Organization", "Owner/Parent Corp", "Park Name", "Plant Location", "Tank Owner", and "Tank Removal Contractor". A red arrow points to the "Facility Owner/Operator" option, which is highlighted in yellow. To the left of the dropdown menu, there is an orange button labeled "Cor". To the right of the dropdown menu, there is a blue button labeled "yes".

# Bureau of Fire Services



## Contact Information:

- By choosing “Individual” your account will be associated with your name
- By choosing “Organization” your account will be associated with the Business Name
- When **“Individual”** is selected you won’t be able to enter a Business name
- When **“Organization”** is selected you won’t be able to enter an Individual First and Last Name

### Contact Information

\* Individual/Organization:  Preferred Channel:

Middle:  \* Last:

\* Company Name (Enter N/A if not applicable):

DBA/Trade Name

Country:

\* Address:

\* City:  \* State:  \* Zip:

\* Primary Phone:


# Bureau of Fire Services



## Contact Information:

- Preferred Channel: Is asking for your preferred method of contact.
- While the choices are available in this window email is going to be the first method we use. When necessary a phone call will be made to contact you.
- There is a field for you to enter your DBA in this window.
- Complete all required fields and click on continue

## Contact Information

\* Individual/Organization: Preferred Channel: 

Individual --Select--

\* First: --Select--

E-mail  
Fax  
Home Phone  
Mobile Phone  
Phone  
Postal Mail  
Work Phone

\* Company Name (Enter N/A if none)


# Bureau of Fire Services



## Contact Information:

- Preferred Channel: Is asking for your preferred method of contact.
- While the choices are available in this window email is going to be the first method we use. When necessary a phone call will be made to contact you.
- There is a field for you to enter your DBA in this window.
- Complete all required fields and click on continue

## Contact Information

\* Individual/Organization: Preferred Channel: 

Individual --Select--

\* First: --Select--

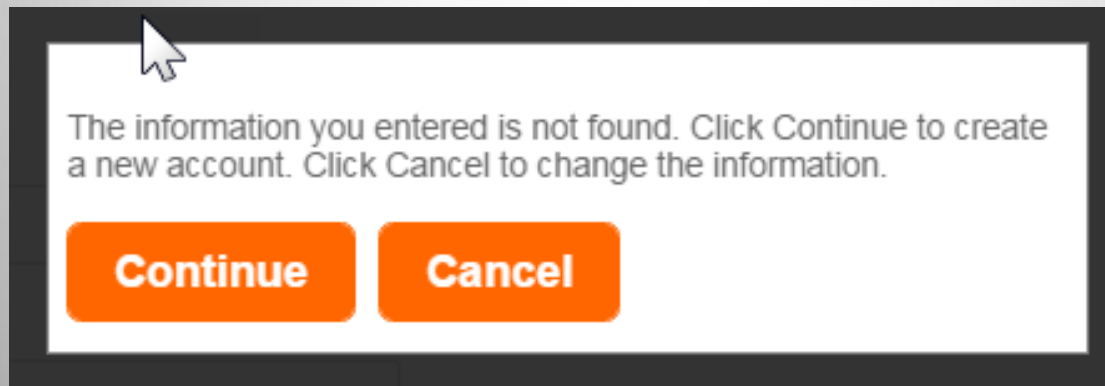
E-mail  
Fax  
Home Phone  
Mobile Phone  
Phone  
Postal Mail  
Work Phone

\* Company Name (Enter N/A if none)

# Bureau of Fire Services



- After clicking on Continue your account creation data will be reviewed in the system to confirm no duplicate accounts are already in existence “The information you entered is not found” means it is not being duplicated.
- The screen will be dark and the window shown below will appear and wait for you to click Continue
- **NOTE:** Depending on the settings on your computer you may have to scroll up to actually view the box shown below.



# Bureau of Fire Services



After you get the message that your Contact Information has been successfully added you should scroll down to find this security window. Enter the information and then click on “Continue Registration”.

A screenshot of a security window. At the top, it says "Enter the words below". Below this, there are two distorted images: a blue sign that says "DISPLAYED" and a green sign that says "PENE". To the right of these images are three blue buttons: a refresh button (circular arrow), a speaker button (sound waves), and a help button (question mark). Below the images is a text input field. At the bottom of the window is a large orange button with the text "Continue Registration »".

# Bureau of Fire Services



At this point you will have to use the “Login” link and you should then proceed with your applications.

Announcements Register for an Account Login

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Consumer Fireworks Certificate Temporary

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Your account has been successfully created.

A large red arrow originates from the green success message box and points diagonally upwards and to the right, ending at the "Login" link in the top right navigation bar.

# Bureau of Fire Services



This screen is showing the Login page.

[Announcements](#) ☐ [Accessibility Support](#) [Register for an Account](#) [Login](#)

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### Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

### New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

### Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)  
[Register for an Account](#)

# Bureau of Fire Services

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Next, you will begin the application process.

For information regarding the online certificate fee payment, or transfers, please review other presentations that we have prepared for you.

You may also contact us with questions at [fireworks@michigan.gov](mailto:fireworks@michigan.gov) or by calling us at 517-373-7441

**Note: When calling please be aware of the high call volume. Your calls will be answered in the order they are received. If you choose to leave a voice mail our goal is to return your call in one business day. Your questions may be answered by visiting the Fireworks Program homepage.**

